



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

MAR 7 2018

OFFICE OF  
ENFORCEMENT AND  
COMPLIANCE ASSURANCE

**MEMORANDUM**

**SUBJECT:** Addendum to Request for Ratification of Unauthorized Commitment dated November 19, 2017

**FROM:** Mark F. Badalamente, Senior Resource Official  
Office of Enforcement and Compliance Assurance

**TO:** Keith A. Stewart, Director  
Headquarters Procurement Operations Division

This memorandum provides an update of events that have occurred since the subject request was transmitted to you in November 2017.

**Background**

The November 19, 2017 memorandum requested ratification to cover payment for the purchase and installation of a new front door to the property at 223 C Street, N.E., due to a high-level security incident on March 29, 2017 involving the Administrator's Protection Services Detail (PSD). Because of this unforeseen emergency incident, the residence, specifically the front door, was breached. The cost to replace the broken door was \$2,460.00. The work was performed by CR8 Construction LLC, and the invoice from this vendor was attached as part of the ratification request.

**Update of Events**

Since the original request for ratification was submitted, we have discovered that CR8 Construction LLC has already been paid by Delbe Management Company, the firm that manages the property where the breach took place. This came to light when the Contract Specialist working on the ratification action notified OCEFT that she was encountering a problem with processing the action. The CR8 Construction LLC kept telling her that it was already paid for the work. Because of this, the Contract Specialist recommended that OCEFT contact the vendor to help reconcile the discrepancy. During a call to the vendor by the program on February 8, 2018, CR8 Construction LLC verified that it had been paid by the Delbe Management Company. Delbe Management Company in turn is seeking reimbursement. This addendum is being submitted in order that Delbe Management Company can be reimbursed for payment it made to CR8 Construction LLC.


If you have questions or need additional information, please contact Henry Barnett, Director, Office of Criminal Enforcement, Forensics and Training (OCEFT), at (202) 564-2480.

Attachments

cc: Henry Barnet, Director, OCEFT  
Pam Mazakas, Deputy Director, OCEFT

**Approving Official Review:**

( ☒ ) Approved ( ☐ ) Disapproved



Keith A. Stewart, Director  
Headquarters Procurement Operations Division

3/7/18  
Date



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NOV 19 2017

OFFICE OF  
ENFORCEMENT AND  
COMPLIANCE ASSURANCE

**MEMORANDUM**

**SUBJECT:** Request for Ratification of Unauthorized Commitment

**FROM:** Mark F. Badalamente, Senior Resource Officer  
Office of Enforcement and Compliance Assurance

**TO:** Keith A. Stewart, Director  
Headquarters Procurement Operations Division

This memorandum requests your ratification to cover payment for the purchase and installation of a new front door to the property at 223 C Street, N.E., due to a high-level security incident on March 29, 2017 (specific details describing the cause of the security breach cannot be disclosed due to individual privacy concerns). Because of this unforeseen emergency incident, the residence, specifically the front door, was breached. The cost to remove debris from the broken door, locate, purchase and install a special-order door to match the neighboring door style, and install it with the new hardware, was \$2,460.00.

The security breach involved EPA's Protection Services Detail (PSD) agents. PSD, like all federal agents, are law enforcement officers charged with protecting public safety. PSD work is focused on the safety and security of the EPA Administrator as he conducts activities in support of EPA's mission. In this environment, the potent exists for incidents to arise that place the Administrator in harm's way. This can be caused by threats directed towards the Administrator, or by issues that occur in locations and events the Administrator is attending. Such incidents might involve fire, natural disasters, active shooters, medical emergencies, and disorders caused by civil disobedience. Lastly, a critical element of the PSD work is to plan in advance for each of these scenarios, therefore enabling the PSD to react in a way that ensures the safety of the Administrator and those around him should any of these incidents arises.

The PSD agents, as well as their first- and second-line supervisors, have been reminded of the proper procurement approval process, and how an unauthorized commitment results in a financial management vulnerability that can lead to the employee being personally liable. In this particular case, the incident was unavoidable and the purchase action could not have been planned in advance.

The invoice from the vendor is attached as part of this ratification request. If you have questions, please contact Henry Barnet, Director, Office of Criminal Enforcement, Forensics and Training (OCEFT), at (202) 564-2480.

Attachment